

Board Policies Manual (BPM)

Point Loma Nazarene University (PLNU)

3.6 Board Meetings. Board events often will include time for guest presenters, interaction with staff, board training, committee meetings, social activities, (i.e. spring board meeting faculty, administrator reception) fellowship, plenary and executive business sessions.

Policies that are intended to improve the process for planning and running meetings follow:

3.6.1. Regular Meetings –

- Board meeting dates shall be set at least two years in advance. (BL 4.1) (See Trustee Portal for dates)
 - The fall meeting shall be the annual organizational meeting of the board and include elections, the annual report of the president, a review of the performance of the president and the organization for the past year, a review of the current year budget and forecast, the establishment of the revenue budget parameters for the following fiscal year and designation of committee assignments for the coming year.
 - The Spring meeting shall include presentation and approval of the operating budget for the next fiscal year, an in-depth focus on board development, university strategic priorities and goals.
 - Special meetings of the Board can be called according to the Bylaws Article 4.2.

3.6.2. Agenda, Reports & Materials - The President and or designees shall work with the Chair and committee chairs in developing agendas, background materials for the Board and committees, monitoring reports and recommendations for changes in the BPM. Previous minutes shall be distributed or posted on the Board’s trustee portal as soon as they are available. All such documents shall be delivered at least two weeks in advance of Board meetings. In preparation for discussions Trustees are expected to read all advance reports.

3.6.3 Minutes - Minutes and the updated BPM shall be placed on the Board’s trustee portal as soon as available following the meeting.

3.6.4 Regular Board meetings shall be held two times a year as established by the board.

3.6.5 Board Meeting Evaluation – The Board Staff Secretary in collaboration with the Board Chair and the President shall distribute a meeting evaluation survey for completion by each trustee within five business days following a Board meeting. In order to advise on

how meetings can be improved over time the Executive Committee shall review, analyze, and summarize the survey results.

Dated: 11/20/2016